

Organization

Eisenhower Matrix for Prioritizing

The Eisenhower Matrix is a great way to organize your to-do list in a way that helps you also prioritize your tasks. However, it tends to work best for an employee trying to prioritize their to-do list. Below is a version better suited for students.

Step 1 - Jotdown the items on your to-do list.

Step 2 - Organize your tasks into the correct box

- a. "24-48 Hours" box: tasks that need to be done asap
- b. "This Week" box: tasks you need to complete within 7 days
- c. "Radar" box: tasks that are coming up in the next 2-3 weeks. This is good for upcoming tests, projects, or larger assignments. These are tasks you don't need to work on unless you have some extra time, but you want to remember they're coming.
- d. "Ignore" box: people, items, distractions that are getting in your way. You want to make a note to ignore them for the time being.

Step 3 - Get it done! Prioritizing doesn't help unless you follow your plan.

24-48 Hours	This Week
Radar	Ignore